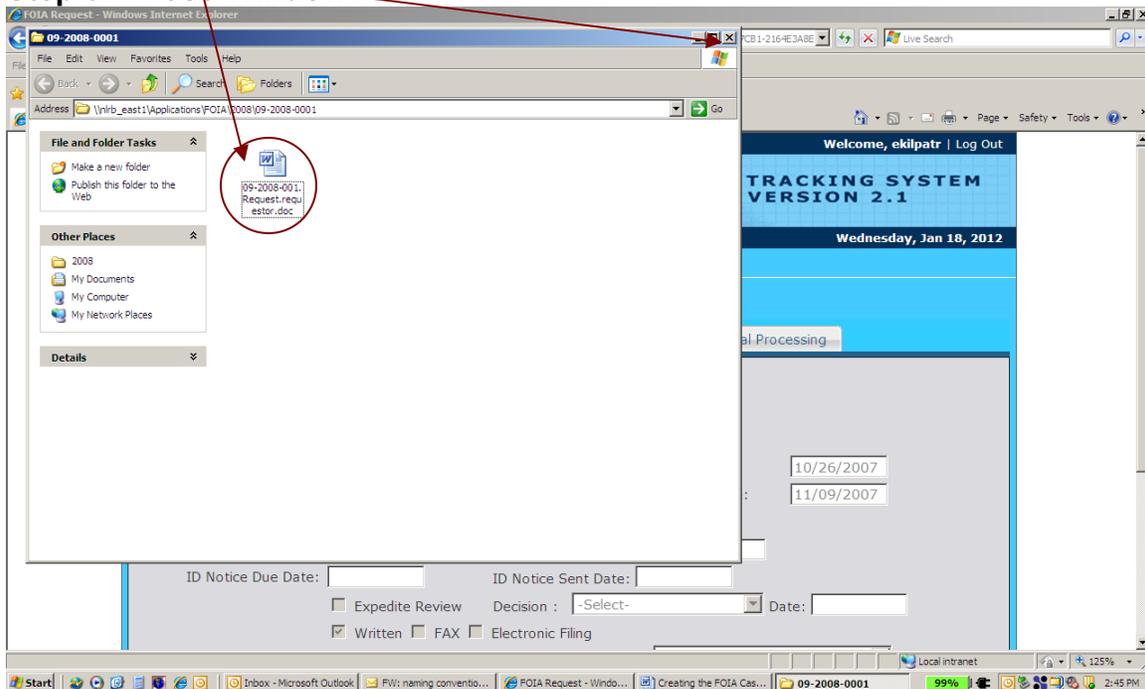


## Creating the Electronic FOIA Case File How to Add Documents

Click on the Documents Button

The screenshot shows the NLRB FOIA Tracking System interface. At the top, there is a header with the NLRB logo, the text 'NLRB National Labor Relations Board', and 'FOIA TRACKING SYSTEM VERSION 2.1'. Below the header, there is a navigation bar with links for 'FOIA', 'Search', 'Maintenance', 'Reports', and 'Logout'. The main content area is titled 'FOIA REQUEST' and contains several tabs: 'Request', 'Requestor', 'Firm Info', 'Response', 'Handling', 'Appeal Intake', and 'Appeal Processing'. Under the 'Request' tab, there are buttons for 'Edit', 'Add New FOIA', 'Delete', and 'Documents'. The 'Documents' button is circled in red. Below the buttons, there is a form with various fields: 'FOIA ID: 09-2008-0001', 'Request Year: 2008', 'NLRB Location: Region 09 - Cincinnati', 'Date of Receipt: 09/27/2007', '20 Day Response Due Date: 10/26/2007', 'Date of Request: 09/24/2007', '30 Day Extended Response Due Date: 11/09/2007', 'Tolling Start: [empty]', 'End: [empty]', 'Ten Day Letter: [checkbox]', 'Date 10-Day Letter Sent: [empty]', 'ID Notice Due Date: [empty]', 'ID Notice Sent Date: [empty]', 'Expedite Review: [checkbox]', 'Decision: -Select-', 'Date: [empty]', 'Written: [checkbox]', 'FAX: [checkbox]', 'Electronic Filing: [checkbox]', 'Referred From: [checkbox]', and 'Referred From Name: -Select-'.

Step 2: Paste your document(s) into the folder  
Step 3: Close Window



## Creating the Electronic FOIA Case File Document Naming Conventions

The FOIA naming conventions are similar to the NxGen naming conventions. Unlike NxGen documents, however, FOIA documents do not have a Document Prefix Type at this time. When FOIA becomes part of NxGen, we anticipate that we will be able designate a common prefix for these documents for migration purposes. Meanwhile, we will simply rely on the following metadata.

- FOIA ID Number (e.g. 09-2012-12245)
- Document Type (e.g. request, ID, 10day, interim, or other correspondence with requester)
- Requester name

Examples:

- ##-2012-xxxx.request.vilato.doc
- ##-2012-xxxx.ID.vilato.doc
- ##-2012-xxxx.10day.vilato.doc
- ##-2012-xxxx.Interim.vilato.doc